

Instructions: Follow guidelines in HUD Handbook 4350.3, Chapter 6		Project Name:		FHA Project No:		Section 8 Contract No:	
Tenant Name:		Unit Number:		Type and Amount of Claim (\$):			
(1)	(2)	Unpaid Rent From HUD 52671-A: (3)	Tenant Damages From HUD 52671-A: (4)	Rent-Up Vacancies From HUD 52671-B: (5)	Regular Vacancies From HUD 52671-C: (6)	Debt Service From HUD 52671-D: (7)	
Totals:							

I certify: (a) the above amounts have been computed in accordance with all instructions and requirements prescribed by HUD and the applicable Section 8 Contract; (b) all prerequisites to and conditions for the assistance claimed have been met; and (c) all required documentation will be retained in the project's files for 3 years.

Owner's printed name, signature, date, & phone no:

HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

HUD Field Office Review:

☐ Claim approved.

☐ Claim adjusted. Reason:

☐ Claim denied. Reason:

HUD official's name, signature, & date:

This form must be completed so HUD can pay owners the difference between the gross rent and the total tenant payment (housing assistance payments) according to regulation. This information is necessary so the owner can recoup money lost during vacancy, and money spent to fix damaged units and cover rent when these expenses are unpaid by the vacating tenant.

Regulations require that owners complete this form using statutory formulas for calculating housing assistance payments, unpaid rent and tenant damages and vacancy loss payments.

The statutes requiring the submission are S101, Housing and Urban Development Act of 1965 (12 U.S.C. 1701s), S236(f)(2), National Housing Act (12 U.S.C. 17152z-1), S8, United States Housing Act (42 U.S.C. 1437 f). The regulations stipulating these rules are: 24 CFR 215, 236, 813, 880, 883, 884, 885, and 886. The administrative requirements for these forms are provided in HUD Handbook 4350.3, Chapter 6. Copies of the statutes, regulations and administrative requirements are provided in Appendix A.

HUD does not promise confidentiality but will not disclose data on a specific project or tenant. No questions of a sensitive nature are asked in this form.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. The owner/agent must provide all this information. The information provided will be used by HUD for the following: (1) Review accuracy of funds requested by owner/agent for tenants' housing assistance payments and special claims payments. (2) Review owner/

agent computation of tenant assistance payment and tenants' rents using specific forms and formulas. (3) Evaluate the date owner/agent re-certify assisted tenants. (4) Limit the number of Section 8 units that may be leased to lower-income families whose incomes exceed 50% of the area median income. (5) Restrict or prohibit the admission of tenants who are ineligible for assistance. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.

Public reporting burden for this collection of information is estimated to average 0.33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2502-0182), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Do not send this form to the above address.